



## JOB DESCRIPTION

Job Title: Glasgow Care & Repair Handyperson  
Responsible to: Depute Director  
Reporting to: Care & Repair Manager  
Hours: Sessional

### Job Summary

This service requires an experienced Handyperson to join the team to provide a flexible, responsive and effective service. The service supports older people and people with disabilities to remain safely at home and to facilitate their discharge from hospital by providing practical support and assistance. The successful candidate will work alongside our team of volunteers to deliver this service across the city.

### Key Responsibilities

1. To work in partnership with the Glasgow Care and Repair Handyperson Team to provide a trusted service undertaking quality repairs, minor adaptations and improvements as part of an excellent customer focused Handyperson and Home and Hospital Service.
2. To provide a professional service to older people and people with a disability in their own home which is underpinned by the principles of Dignity, Privacy, Choice, Safety, Equality and Diversity.
3. To assess and carry out tasks in accordance with the Association's policies and procedures and particularly best practice in Health and Safety and ensure that service users are properly advised on safety in the home and report any concerns to the appropriate person or agency.
4. Respond to service users and also seek to identify other issues which, with their consent could also be addressed, for example, other minor or major repairs or adaptations or referrals for other services.

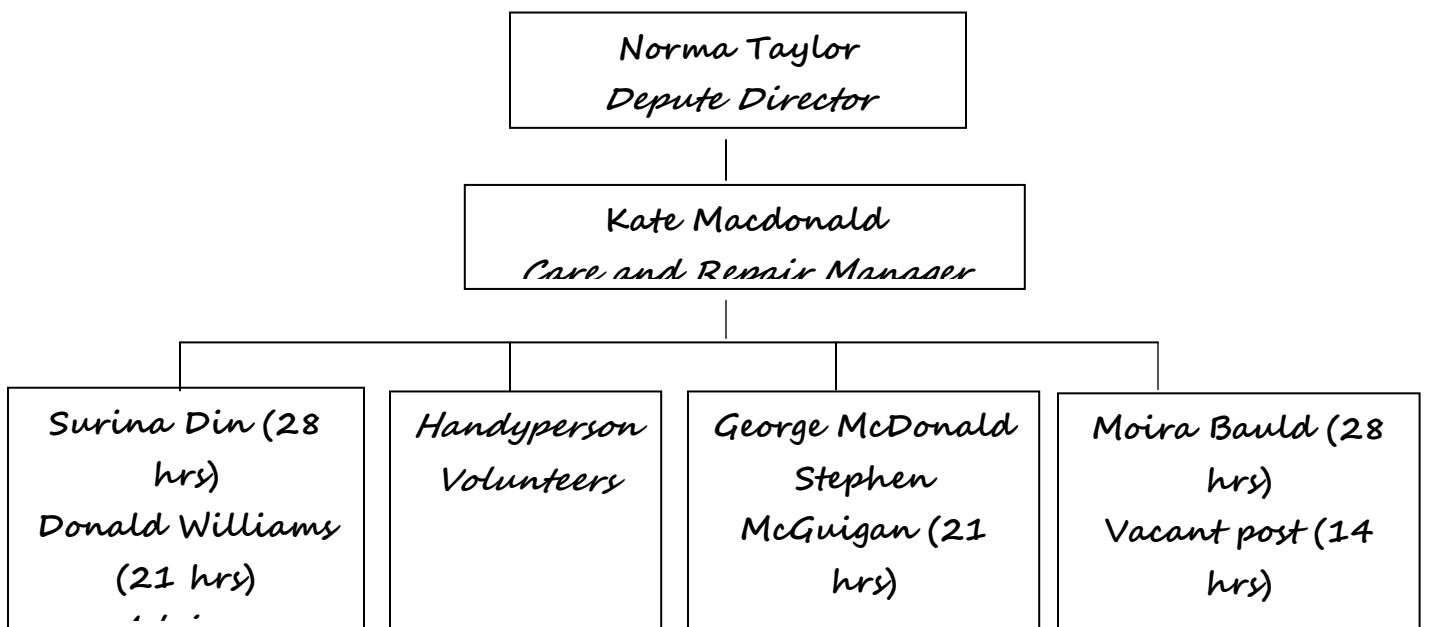
5. To carry out tasks as instructed by the Care & Repair Manager alone or alongside other members of the team, including volunteers and ensure that jobs are completed timeously and accurately recorded.
6. As a multi-skilled Handyperson you will be expected to undertake a range of tasks including:
  - Plumbing Repairs and small new work, e.g. connecting pipe work for a washing machine, unblocking sinks and W.C., replacing washers.
  - Joinery and carpentry work, e.g. fitting shelves, plinths, thresholds
  - Minor adaptations such as fitting handrails
  - Security repairs and fitting Key Safes
  - Small home improvements e.g. installing wireless doorbells, replacing toilet seats, fitting bathroom cabinets, renewing sealant
  - Miscellaneous works such as changing light bulbs, hanging pictures, fitting curtain rails, changing curtains and light shades
  - Moving furniture and making homes safe and suitable for the return from hospital of a service user, particularly if walking aids or other equipment are to be provided
  - To carry out home safety inspections and installing equipment such as smoke & CO detectors
7. To provide support, mentoring and guidance to new volunteers and participate in their training and development.
8. Recognise more intensive or specialist support and care needs and highlight this to the Care & Repair Manager to link the service user to appropriate agencies.
9. Maintain clear and comprehensive records of services provided, incidents, accidents and other records as required and ensure that all records maintained are in line with best practice, data protection and GDPR / confidentiality requirements.
10. Assist in the promotion of the Home and Hospital, Handyperson and the wider Glasgow Care and Repair Services and be an ambassador for the service and the organisation making sure that service users are aware of the full range of services offered and encourage them to make others aware of the service.
11. To deal with our elderly and disabled clients in an appropriate manner, and to ensure the Association's equalities commitments are met.
12. To respond professionally and proactively to challenging situations or problems.
13. To complete all records in line with instruction and with due regard to confidentiality and data protection policies and legislation.
14. Ensure that service users are consulted on their views of the service and service development and provide feedback on work carried out and other information to assist in the monitoring and evaluation of the service.

PERSONAL DEVELOPMENT AND OTHER DUTIES

- 15. To keep up to date on matters related to the work of the Association and Care & Repair Services and service development and to contribute to changes, which will improve personal and organisational effectiveness.
- 16. To participate fully in supervision and attend training to ensure that skills and knowledge are up to date.
- 17. To work in accordance with organisational policies and procedures.
- 18. Attendance at such meetings training or other events (including those outwith office hours) as the Care & Repair Manager may determine.
- 20. Any other duties consistent with the post as required.

The job description contains the main responsibilities relating to this post and does not describe in detail all the duties required to carry them out. These duties may vary from time to time.

Position in Structure



**Reward, incentive, conditions:**

EVH Grade TAS 4, £23,921 - £24,845 (PRO-RATA)

Sessional to cover staff leave. The working week is 5 days, Monday to Friday 9.00am – 5.00pm.  
Guaranteed 14 hours per month.

Entitlement of paid annual leave based on hours worked.

**Person Specification: separate document**

**Any special circumstances or planning issues:**

Flexibility to cover staff leave.

Job Holder: .....

Issue Date: .....